



Army Benefits Center-Civilian



ABC-C CSRS Overview

ABC-C AUTOMATED SYSTEMS

EBIS - Web Based

Advantages:

- Customer-friendly
- Available almost 24 hours a day
- Secure site
- Ability to read at convenience
- Ability to print screens of information
- Can process benefits transaction without counselor assistance
- Ability to print pending benefit forms



Disadvantages:

- No connection to a counselor
- Requires use of the Point of Entry security information
- Not everybody has access to a computer

ABC-C AUTOMATED SYSTEMS

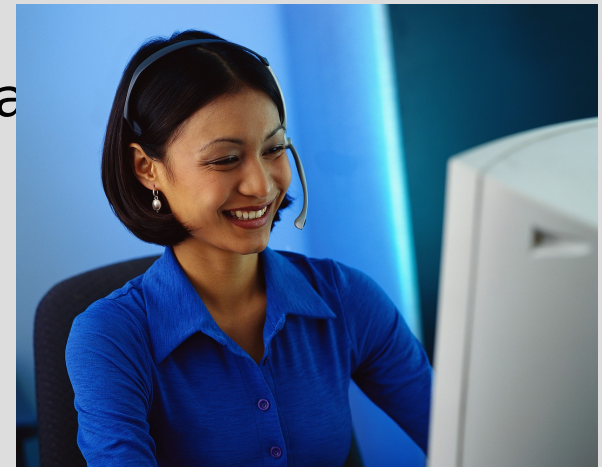
IVRS - Telephone

Advantages:

- Can connect with a counselor if needed
- Available to those without computer access
- Requires use of SSN and PIN only
- Can process benefit transactions without counselor assistance
- Can receive faxed back copies of documents (e.g. FEHB enrollment form, Info Sheets, etc.)
- Counselors are available 12 hours a day
- Available almost 24 hours a day

Disadvantages:

- Must listen to scripts



Counselor Assisted Calls

Interactive Voice Response System (IVRS)
TELEPHONE **1-877-276-9287**

1 January - 31 December 2004

93,067 Total Calls
00:53 Average Answer Time
09:32 Average Call Length
02:57 Average Wrap-Up Time

Peak Times are between 8:00 a.m. and 2:00 p.m.

**ABC-C Benefit Counselors are available from 6:00 a.m. to
6:00 p.m. CST.**

Production Summary

1 January - 31 December 2004

Family Death Actions

Post-56

Deposit/Redeposit

FEGLI

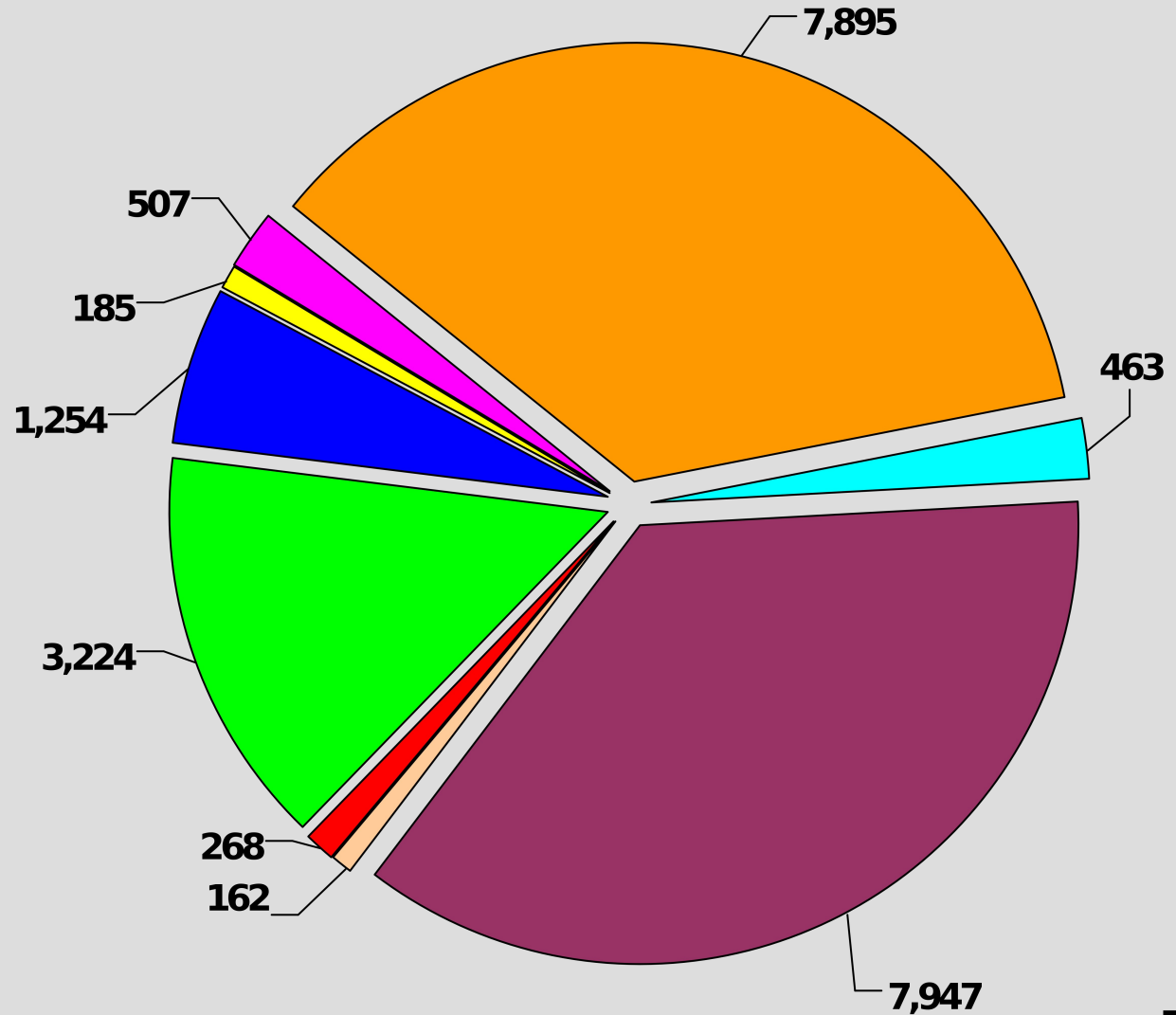
TCC

Retirements

Death Actions

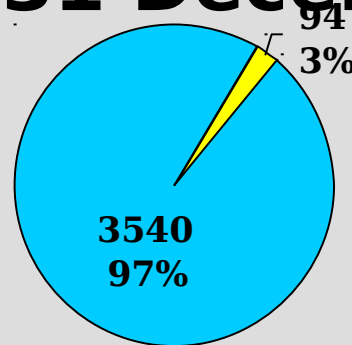
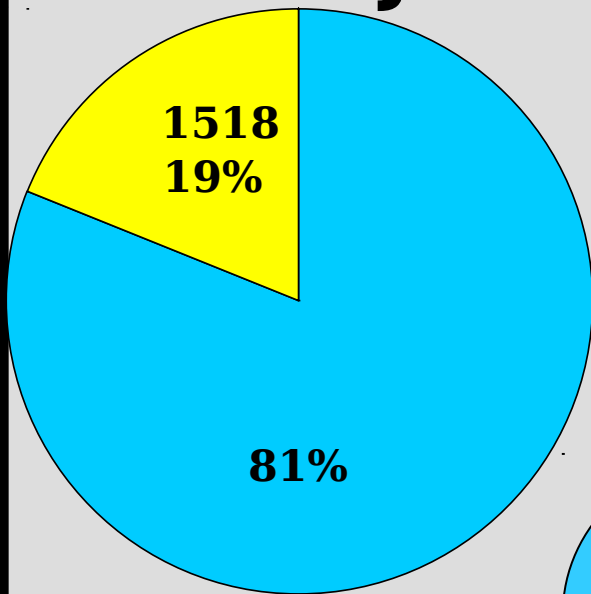
Estimates

TSP Make Up
Contributions

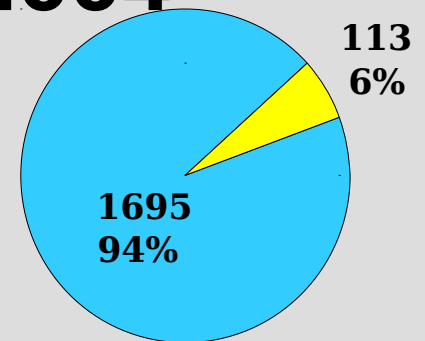


Non-Disability Retirements Payroll Suspense

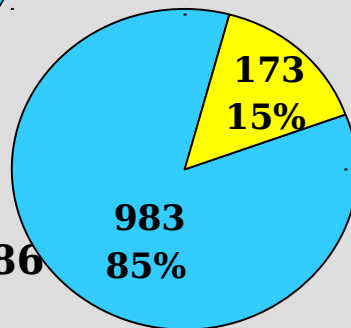
1 January - 31 December 2004



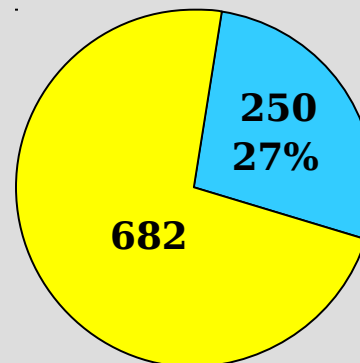
Ret. Rcvd More Than 60 Days: 3634



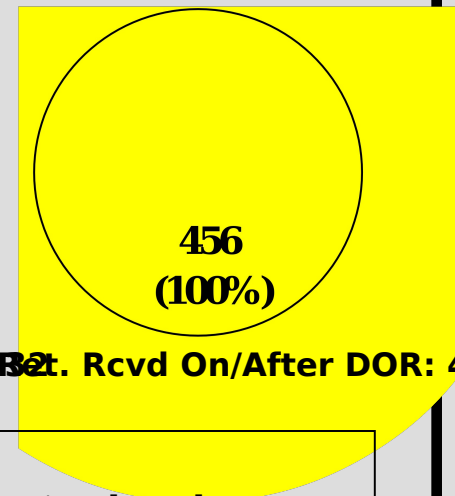
Ret. Rcvd 31-60 Days: 1808



Ret. Rcvd 16-30 Days:
1156



Ret. Rcvd 1-15 Days: 932



Ret. Rcvd On/After DOR: 456

Total Received: 7986

Met

Did Not Meet

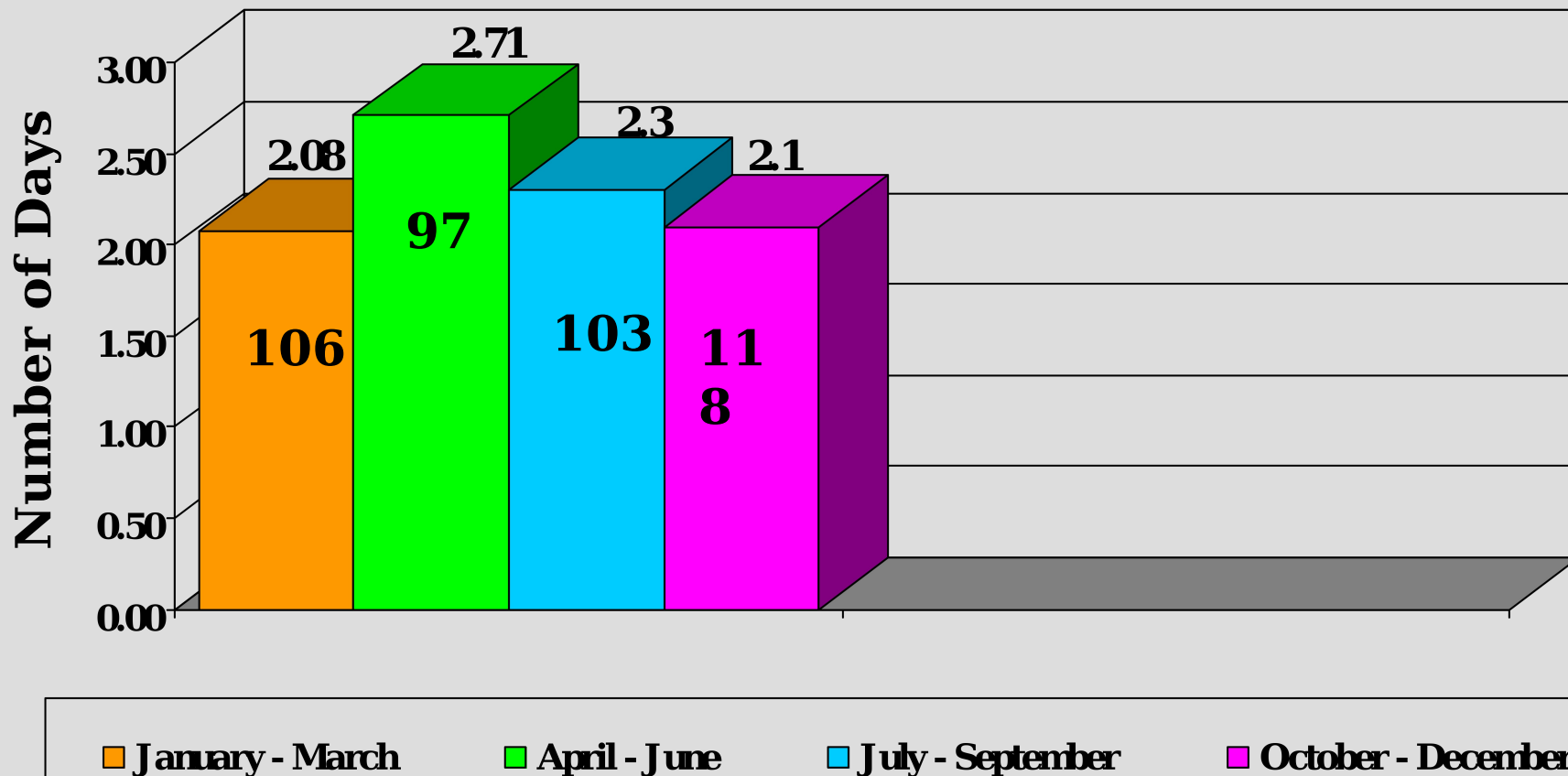
Army Goal: Submit to DFAS NLT 5 working days prior to DOR.

ABC-C calculates timeliness from date complete retirement package is received to date package submitted to DFAS.

ABC-C tracks calendar days.

Death Claim Turnaround Time

1 January - 31 December 2004

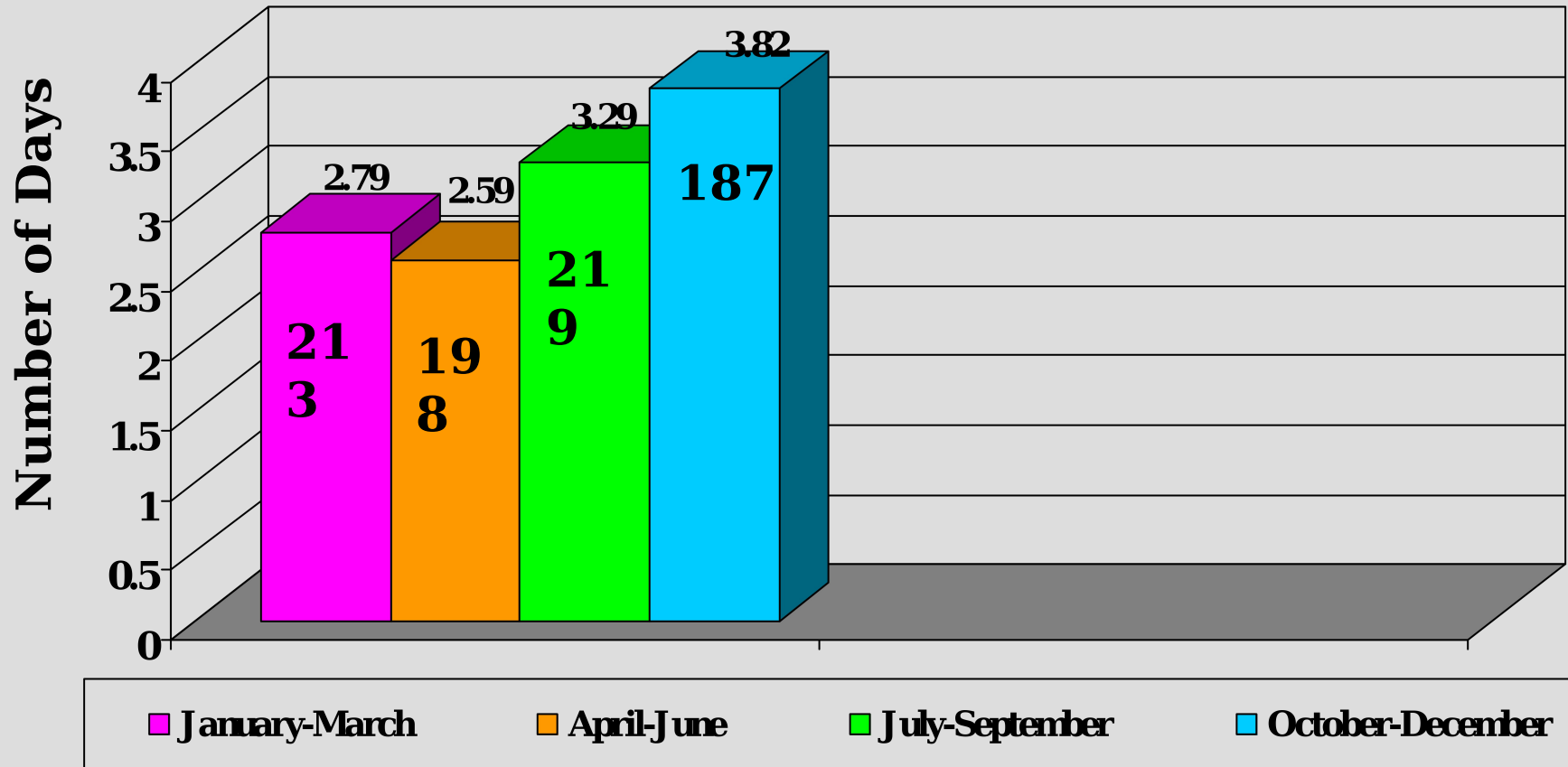


Army Goal: Death submitted to DFAS NLT 5 working days after date survivor signs and dates death benefits claims.

ABC-C tracks timeliness as date of OPF receipt to date Quick Pay is faxed to OPM for deaths processed under expedited procedures (or) date claim form is received from survivor to date claim form sent to DFAS for deaths processed under lump sum procedures. ABC-C tracks calendar days rather than working days.

Disability Claim Turnaround Time

1 January - 31 December 2004

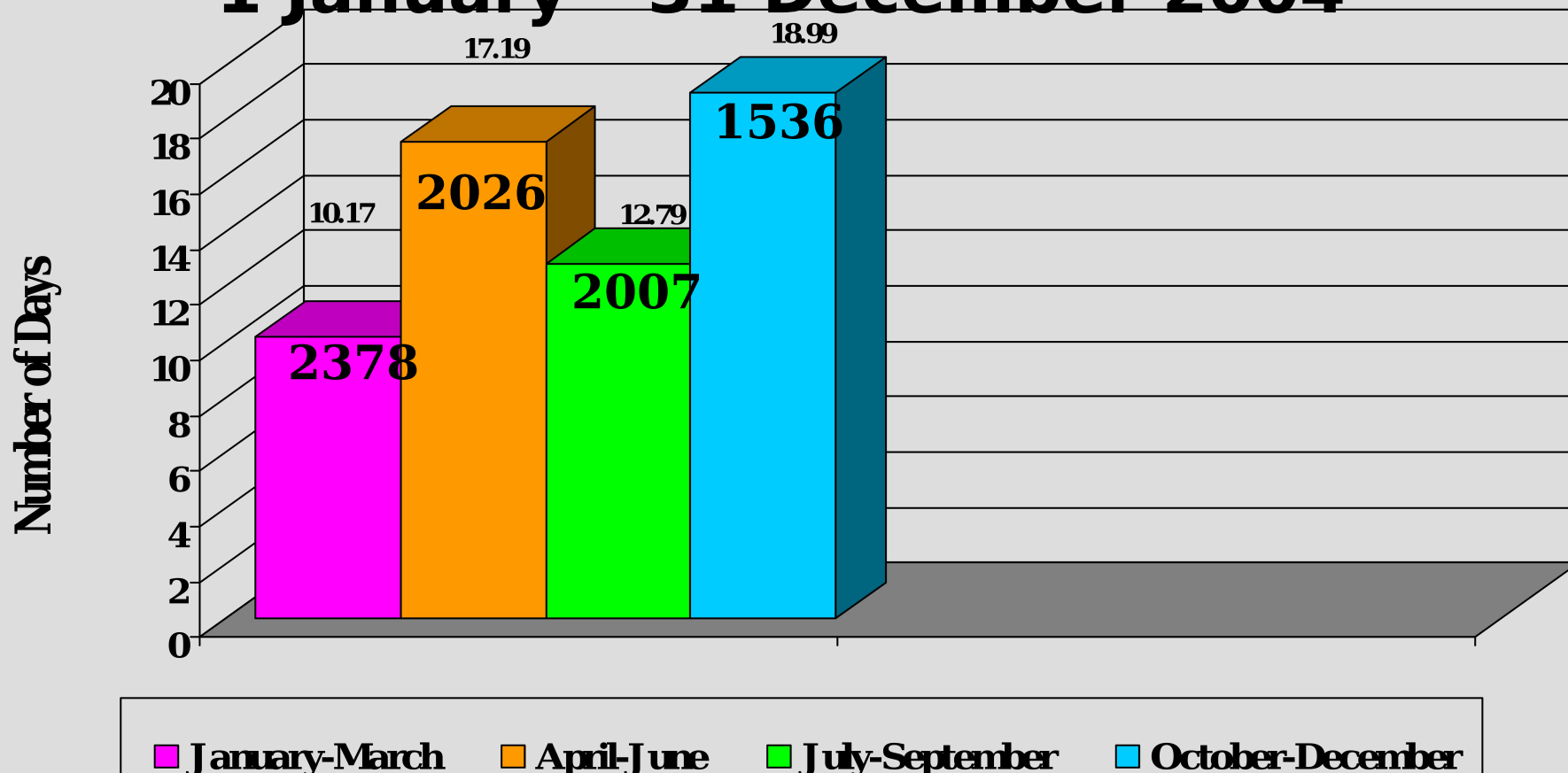


Army Goal: Submitted to DFAS NLT 5 working days following receipt of all documentation.

ABC-C tracks timeliness from date of receipt of OPF to date sent to payroll (or) date last item received in order to work the preliminary retirement package to date sent to payroll, whichever is later. ABC-C tracks calendar days rather than working days.

Retirement Estimate Turnaround Time

1 January - 31 December 2004



NOTE: These are requests for comprehensive retirement annuity printouts that aren't associated with an individual retirement package.

CHRA Goal: 14 days following receipt of estimate request

Continuing Challenges

- Last Minute VERA/VSIP approvals
- Late submission of retirement packages
 - Direct correlation between packages submitted less than 30 days of DOR and inability to meet timeliness goals
- Federal Erroneous Retirement Coverage Corrections Act (FERCCA)

Success Stories

- Counselor Wait Time
- Site Assistance Visits
- Partnership with DFAS
- Video Tele-Training (VTTs)
- Employee Retirement Guide
- New Employee Flyer
- Access for Separated Employees

ANY QUESTIONS?



CSRS RETIREMENT OVERVIEW



ARMY

BENEFIT

S

CENTER —

CIVILIA

N

INTRODUCTION

ABC-C MISSION: Provides a full range of Benefits & Entitlements services to all appropriated fund Army employees world-wide through a centralized automated center.

ABC-C SERVICES: Provides advisory services and processes transactions for:

Federal Employees Health Benefits (FEHB)

Federal Employees Group Life Insurance (FEGLI)

Thrift Savings Plan (TSP)

Retirement (FERS & CSRS)

Survivorship (Death Claim Processing)

RETIREMENT DECISIONS



CIVILIAN DEPOSIT/ REDEPOSIT

CSRS



What is Deposit Service?

- ◆ Any period of creditable service during which retirement deductions are not taken
- ◆ Generally, non-career time such as temporary or indefinite service
- ◆ Also known as non-deduction service



DEPOSIT SERVICE

However, it can also be service that was not considered Federal employment at the time it was performed, but for which a subsequent change in law now allows credit for retirement annuity computation purposes.

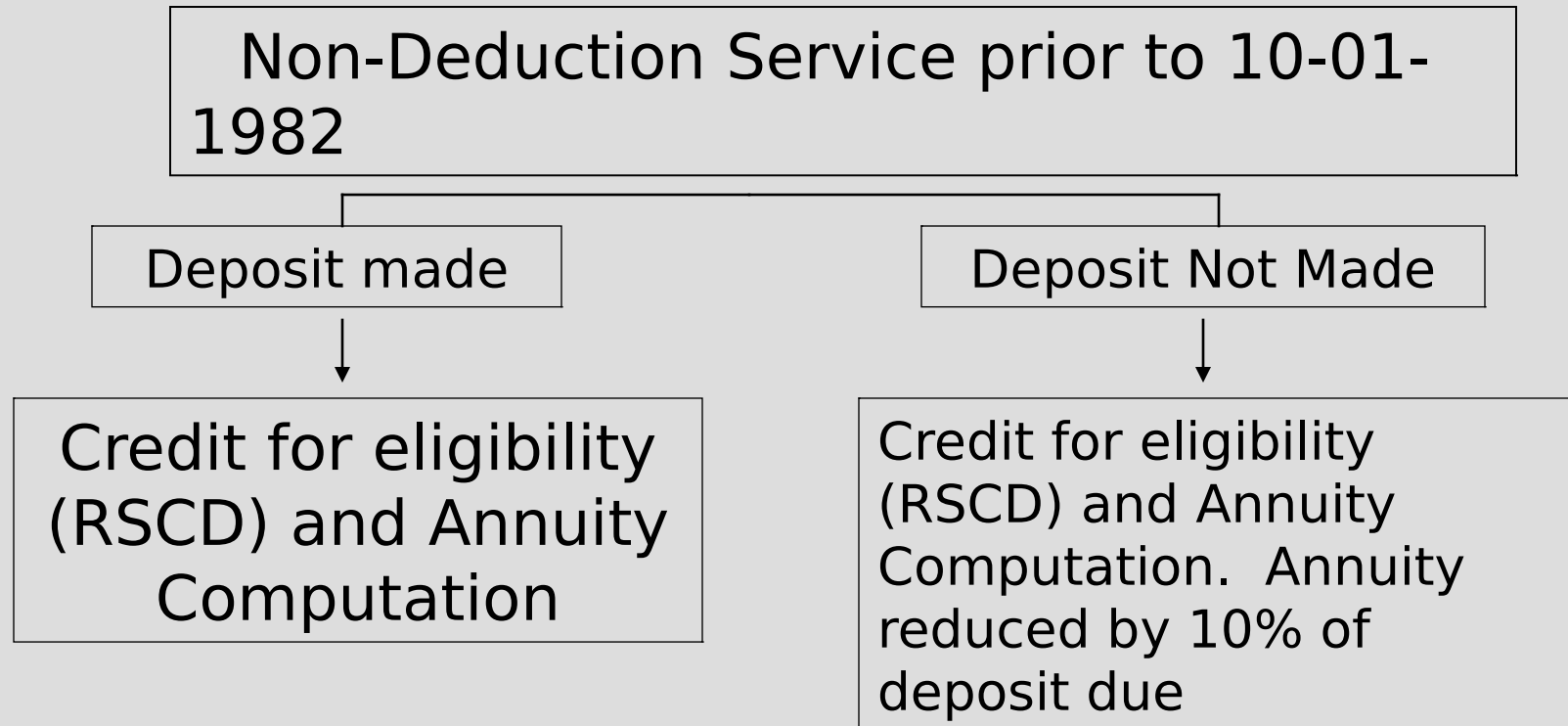
Amount of Deposit:

***7% of earnings + Interest**

***Interest will vary by the date service was performed**

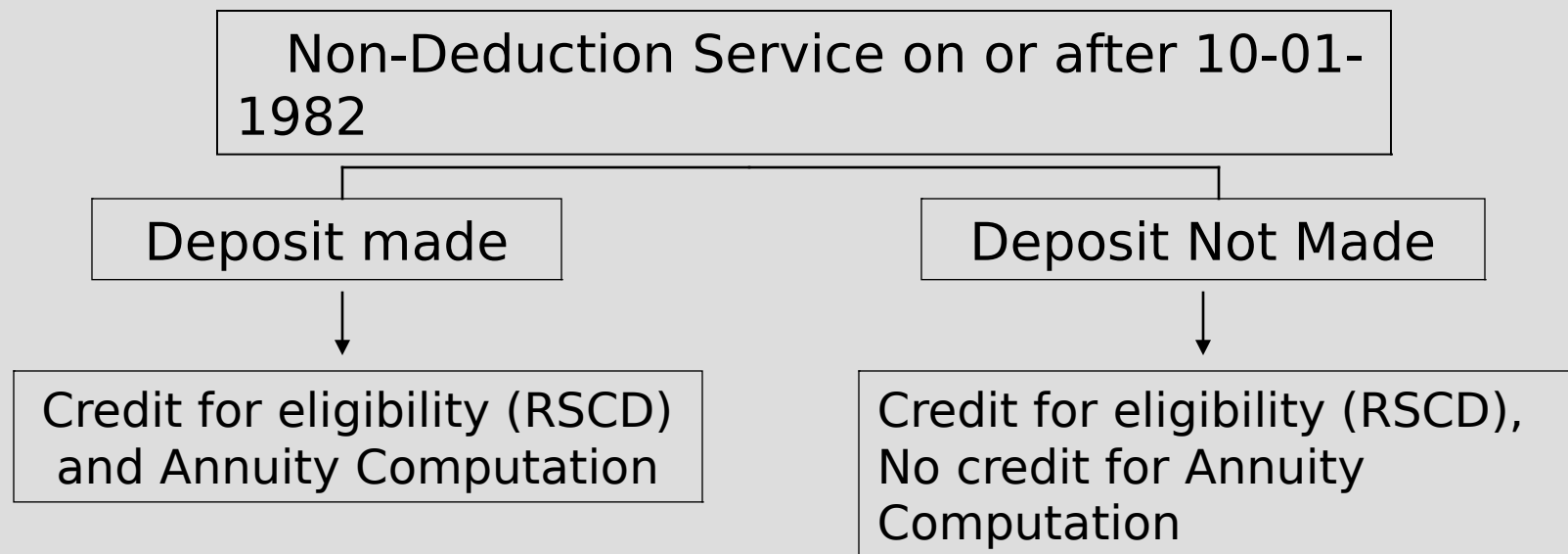


CSRS DEPOSIT SERVICE



Amount of Deposit: approximately 7% of basic pay earned + interest

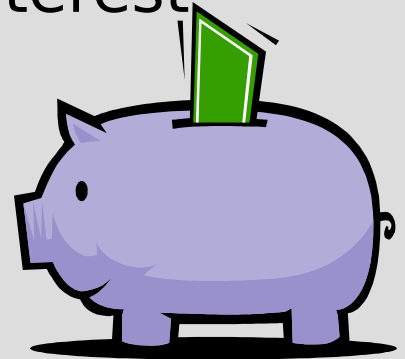
CSRS DEPOSIT SERVICE



Amount of Deposit: approximately 7% of basic pay earned + interest

What is Redeposit Service

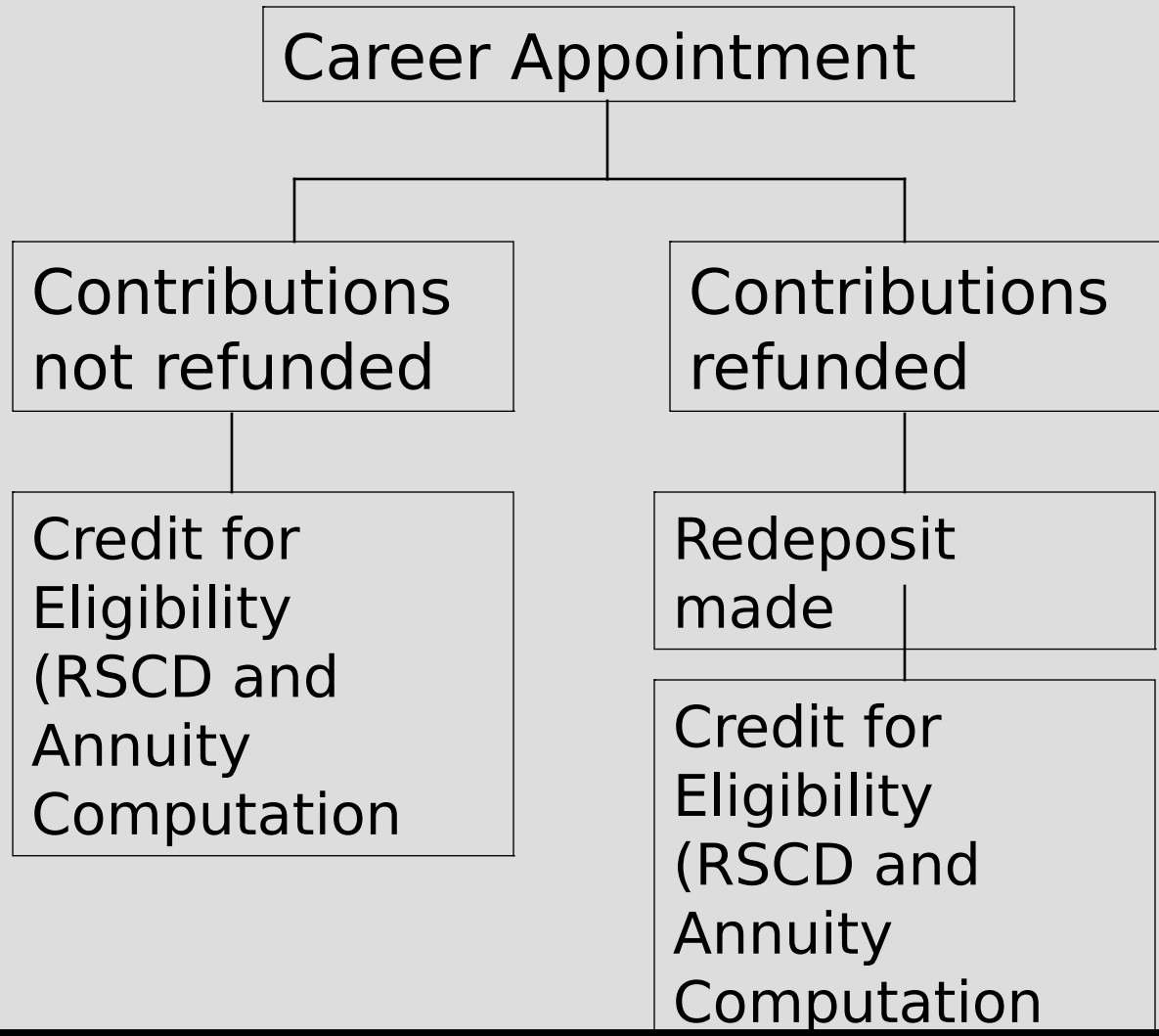
- ◆ A sum of money paid into the Fund by an employee or survivor to cover a period of service during which deductions were withheld but later refunded under CSRS provisions
- ◆ $\text{Redeposit} = \text{Amount of refund plus interest}$



Note: Redeposit may be made before or after retirement.

CSRS

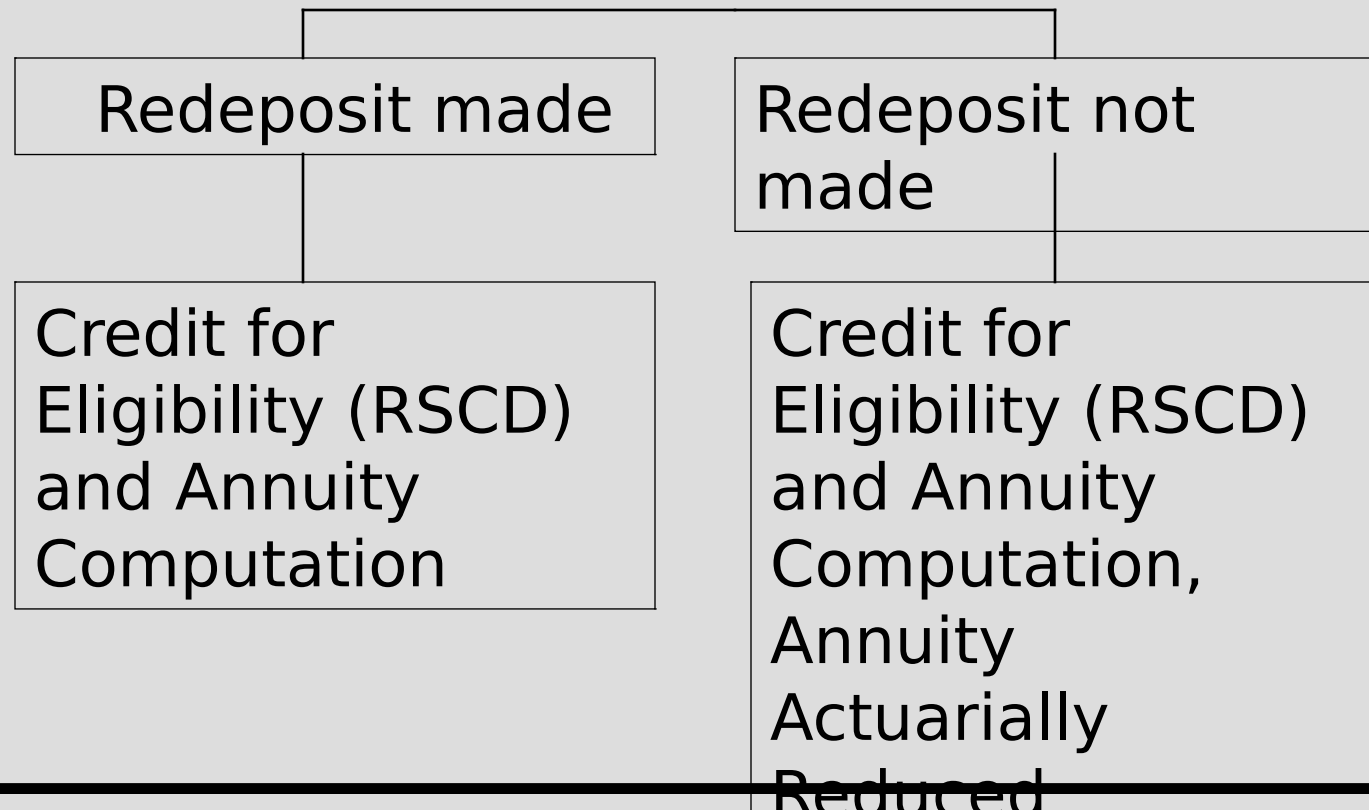
REDEPOSIT SERVICE



CSRS

REDEPOSIT SERVICE

Contributions Refunded before 10-01-1990 and NOT Disability Retirement or Death In-Service



CSRS

REDEPOSIT SERVICE

**Contributions Refunded
After 09-30-90
and Not Disability Retirement
or Death In Service**

Redeposit Made

Redeposit Not Made

**Credit for Eligibility (RSCD)
and Annuity Computation**

**Credit for Eligibility (RSCD)
No credit for
Annuity Computation**

MILITARY DEPOSIT

CSRS



PRE 01-01-57 MILITARY SERVICE

No deposit required for creditable
military service performed prior to
01-01-57



It's Free!!

CSRS CREDIT FOR POST-56 MILITARY SERVICE

**IN RECEIPT OF
MILITARY RETIRED PAY**

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graph TD; A[IN RECEIPT OF MILITARY RETIRED PAY] --> B[Based on Non - Combat Disability or Service]; A --> C[Based on Combat Disability or Chap 67, Title 10 (Reserves)]; B --> D[No Credit unless Military Retired Pay is waived]; C --> E[Hired Before or After 10-01-82? See Next Slide];
```

**Based on Non -
Combat Disability
or Service**

**No Credit unless
Military Retired
Pay is waived**

**Based on Combat
Disability or Chap
67, Title 10
(Reserves)**

**Hired Before or
After 10-01-82?
See Next Slide**

CIVILIAN SERVICE CREDIT FOR POST-56 MILITARY SERVICE

**Employee with Military Service after 01-01-57
AND**

Hired BEFORE 10-01-82

Eligible for Social Security?

NO



**NO Post-56
Payment
Required**

YES



**Pay Post-56 for
credit at
age 62**

CIVILIAN SERVICE CREDIT FOR POST-56 MILITARY SERVICE

Employee with Military Service after 01-01-57

Hired AFTER 10-01-82



MUST pay Post-56 to receive credit at time of retirement

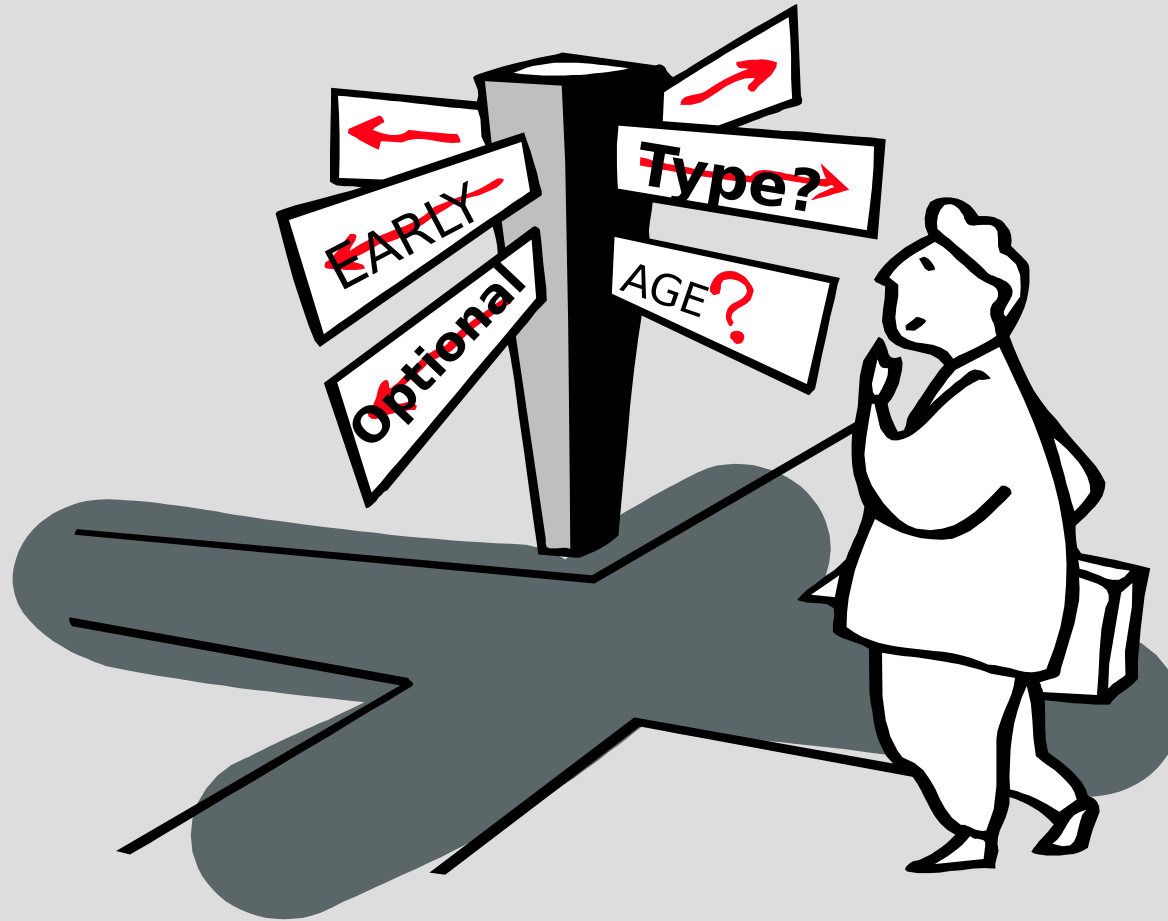
Amount of Deposit:

***7% of base pay earned + Interest**

***Varies by the date**

service was performed

RETIREMENT REQUIREMENTS



GENERAL ELIGIBILITY REQUIREMENTS

- ◆ **Have at least 5 years of civilian service with the Federal Government**
- ◆ **Have been employed under CSRS for at least 1 year out of the last 2 years preceding your final separation from Federal employment**
 - ◆ **Must separate from a position subject to CSRS coverage**

CSRS

OPTIONAL RETIREMENT

Note: Annuity starts day after retirement if retirement is effective on the last day of month or first three days of month

Annuity starts first day of following month if retirement is effective after third day of month

CSRS

OPTIONAL RETIREMENT

Eligibility requirements for Voluntary Retirement:

Age 55 with 30 years of service

Age 60 with 20 years of service

◆ **Must have at least 5 years of creditable civilian service**

◆ **Military service or sick leave may not be used to**

EARLY RETIREMENTS

VOLUNTARY / INVOLUNTARY

Early Out (VERA / Voluntary)

OR

Discontinued Service (DSR / Involuntary)

EMPLOYEE ELIGIBILITY REQUIREMENTS:

- **Age 50 with 20 years of creditable service**
- **Any age with 25 years of creditable service**

*Must include five (5) years
creditable
civilian service

CSRS AGE REDUCTION

The annuity of an employee who retires before age 55 in cases of early or discontinued service retirement is reduced by 1/6 of 1% for each full month (2% per year) the employee is under age 55

CSRS DEFERRED RETIREMENT

A deferred annuity is payable at age 62 to an individual who separates from service and is not entitled to an immediate annuity

- ◆ At least five years of civilian service**
- ◆ Must meet the one-out-of-two requirement at the
date of separation from service**
- ◆ Has not taken a refund of retirement
deductions for
the last period of service**

UNUSED SICK LEAVE - CSRS

- ◆ **Must retire on an immediate annuity**
- ◆ **Added to length of service for computation purposes only**
- ◆ **Additional time computed on the basis of a
2087 hour work year**
- ◆ **May increase survivor annuity**



Chart 2. -- Sick Leave Chart 2087 Hours

Chart for Converting Hours of Unused Sick Leave to Months and Days (See section 50A2.1-3G).

DAYS	1 Day	1 Month	2 Months	3 Months	4 Months	5 Months	6 Months	7 Months	8 Months	9 Months	10 Months	11 Months
0	0	174	348	522	696	870	1044	1217	1391	1565	1739	1913
1	6	180	354	528	701	875	1049	1223	1397	1571	1745	1919
2	12	186	359	533	707	881	1055	1229	1403	1577	1751	1925
3	17	191	365	539	713	887	1061	1235	1409	1583	1757	1930
4	23	197	371	545	719	893	1067	1241	1415	1588	1762	1936
5	29	203	377	551	725	899	1072	1246	1420	1594	1768	1942
6	35	209	383	557	730	904	1078	1252	1426	1600	1774	1948
7	41	214	388	562	736	910	1084	1258	1432	1606	1780	1954
8	46	220	394	568	742	916	1090	1264	1438	1612	1786	1959
9	52	226	400	574	748	922	1096	1270	1444	1617	1791	1965
10	58	232	406	580	754	928	1101	1275	1449	1623	1797	1971
11	64	238	412	586	759	933	1107	1281	1455	1629	1803	1977
12	70	243	417	591	765	939	1113	1287	1461	1635	1809	1983
13	75	249	423	597	771	945	1119	1293	1467	1641	1815	1988
14	81	255	429	603	777	951	1125	1299	1472	1646	1820	1994
15	87	261	435	609	783	957	1130	1304	1478	1652	1826	2000
16	93	267	441	615	788	962	1136	1310	1484	1658	1832	2006
17	99	272	446	620	794	968	1142	1316	1490	1664	1838	2012
18	104	278	452	626	800	974	1148	1322	1496	1670	1844	2017
19	110	284	458	632	806	980	1154	1328	1501	1675	1849	2023
20	116	290	464	638	812	986	1159	1333	1507	1681	1855	2029
21	122	296	470	643	817	991	1165	1339	1513	1687	1861	2035
22	128	301	475	649	823	997	1171	1345	1519	1693	1867	2041
23	133	307	481	655	829	1003	1177	1351	1525	1699	1873	2046
24	139	313	487	661	835	1009	1183	1357	1530	1704	1878	2052
25	146	319	493	667	841	1015	1188	1362	1536	1710	1884	2058
26	151	325	499	672	846	1020	1194	1368	1542	1716	1890	2064
27	157	330	504	678	852	1026	1200	1374	1548	1722	1896	2070
28	162	336	510	684	858	1032	1206	1380	1554	1728	1901	2075
29	168	342	516	690	864	1038	1212	1386	1559	1733	1907	2081

Example: Computing Total Service with Unused Sick Leave

AGE
2006-12-31
- (DOB) 12-05

(DOB) 60-00-26

TOTAL SERVICE
2006-12-31
- (DOB) 03-12 (Ret-

SCD) 28-09-
19

Unused Sick Leave

1136 hours
=

+ 00-06-16
28-15-

= 29-04-05

CIVIL SERVICE RETIREMENT SYSTEM

✓ GENERAL FORMULA FOR COMPUTING ANNUITY FOR VOLUNTARY RETIREMENT:

◆ **1.5% X High-3 avg salary X first 5 years of service**

PLUS

◆ **1.75% X High-3 avg salary X next 5 years of service**

PLUS

◆ **2.00% X High-3 avg salary X remaining service > 10 years**

(includes unused sick leave)

REDUCTIONS & DEDUCTIONS

REDUCTIONS:

- VERA / DSR (Early Retirement)
- Deposit Service
- Redeposit Service
- Election of Survivor Benefits
- Post 56 Military Deposit
Applies ONLY to CSRS Employee hired
before 10-01-82 known as “Catch 62”

if

41

eligible for Social Security

REDUCTIONS & DEDUCTIONS

DEDUCTIONS:

- Health Benefits
- Life Insurance
- Federal Income Taxes
- State Tax (If applicable)

CSRS SURVIVOR ELECTIONS AVAILABLE

Types of Survivor Elections:



CURRENT Spouse
Survivor Annuity ---Full
(55% of your annuity)



CURRENT Spouse
Survivor Annuity
--Partial (55% of
[amount](#))



FORMER Spouse
Survivor Annuity ---Full
(55% of your annuity)



FORMER Spouse
Survivor Annuity ---Full
(55% of [amount](#))



Combination Current /
Former Spouse Survivor
Annuity



Self Only annuity
(No survivor
benefit)



Insurable Interest
Survivor Annuity

SURVIVOR BENEFIT COST / REDUCTION

■ Cost = 2.5% of base annuity up to
\$3,600 plus
10% of base
annuity over \$3,600

Example: \$22,500 base annuity (Max elected)

$$\begin{array}{rcl} \$ 3,600 \times 2.5\% & = & \$ 90 \\ \$18,900 \times 10\% & = & + \\ \$1,890 & & \end{array}$$

Reduction/Cost = \$1,980 yearly

***Survivor will receive 55% of base annuity =
\$12,375 yearly**

SURVIVOR BENEFIT COST / REDUCTION

■ **Cost = 2.5% of base annuity up to \$3,600 plus 10% of base annuity over \$3,600**

Example: \$22,500 base annuity (\$3,600 elected)

\$3,600 x 2.5% = \$90.00
Reduction/Cost =

\$90.00 yearly

***Survivor will receive 55% of \$3,600 annuity
= \$1,980 yearly**

DISABILITY RETIREMENT CSRS

- ◆ Definition of disability – unable to render useful & efficient service because of disease or injury
- ◆ Must be in a position covered by CSRS
- ◆ Must have minimum of 5 years creditable civilian service
- ◆ Disability annuity **IS** subject to federal tax

DISABILITY RETIREMENT CSRS

- ◆ Submit all forms for regular retirement

PLUS:

- ◆ SF 3112A - Applicant's Statement of Disability
- ◆ SF 3112B - Supervisor's Statement
- ◆ SF 3112C - Physician's Statement
- ◆ SF 3112D - Agency Certification of Reassignment and Accommodation Efforts

DEATH-IN-SERVICE CSRS

- ◆ If you die while still an active employee, your survivor **MAY** be entitled to death benefits
- ◆ In the event of your death, your survivor needs to contact the local Civilian Personnel Advisory Center (CPAC)
- ◆ CPAC will contact ABC-C
- ◆ An ABC-C counselor will contact the survivor within 24 hours

NON-APPROPRIATED FUND (NAF) RETIREMENT PROCESSING

NAF Retirement System - Contact nearest NAF office.

CSRS Retirement Plan - Contact the ABC-C



**PERSONNEL PROFESSIONALS IN
PARTNERSHIP**

FEHB & RETIREMENT

Self Only



**Self &
family**

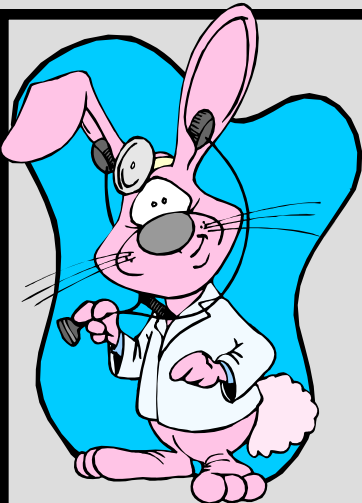
Additional Information:
www.opm.gov/insure/health

OPM Tel: 1-888-767-6738

FEHB & RETIREMENT

Continuation into Retirement

- ◆ **Retires on an immediate annuity**
- ◆ **Be insured on the date of retirement**
- ◆ **Covered for the 5 years of service prior to retirement
or since your FIRST opportunity to enroll**
- ◆ **Coverage as a family member under FEHB
or CHAMPUS/TRICARE counts towards 5
year requirement, however, (employee must
be enrolled in FEHB prior to retirement)**



FEHB & RETIREMENT

Continuation into Retirement

Requirements for automatic waiver during Agency Buyout Period

- Enrolled continuously since December 30, 2003 **or** the beginning date of an agency's latest statutory buyout authority
- Employee(s) must:
 - Retire during the agency's statutory buyout period; **and**
 - Receive a buyout under the agency's statutory buyout period; **or**
 - Take Early Optional Retirement as a result of above; **or**
- Take a Discontinued Service Retirement (DSR) based on an involuntary separation due to RIF, directed reassignment,⁵²

FEGLI & RETIREMENT



Additional Information:
www.opm.gov/insure/life
OPM Tel: 1-888-767-6738

FEGLI & RETIREMENT

Continuation into Retirement

- ◆ **Retires on an immediate annuity**
- ◆ **Be insured on the date of retirement**
- ◆ **Covered for the 5 years of service prior to retirement
or since your FIRST opportunity to enroll**
- ◆ **Election Form: SF-2818, Continuation of Life Insurance Coverage**

FEGLI & RETIREMENT

Basic Life Insurance - OPTION #1

75% Reduction

Basic Insurance Amount (BIA) is based on your final annual salary rounded up, plus \$2,000.

Example: $\$36,400 = \$37,000 + \$2,000 = *$
 $\$39,000$

Before age 65

BIA x .3250 (per \$1,000)

Example:

$39 \times .3250 = \$12.68$ / month

After age 65

NO COST

Coverage reduces 2% per month for 37.5 months until it reaches a final value of \$9,750⁵⁵

FEGLI & RETIREMENT

Basic Life Insurance - OPTION #2

50% Reduction

Basic Insurance Amount (BIA) is based on your final annual salary rounded up, plus \$2,000.

Example: $\$36,400 = \$37,000 + \$2,000 = *$
\$39,000

Before age 65

BIA x .9250 (per \$1,000)

Example:

$39 \times .9250 = \$36.08$ / month

After age 65

BIA x .6000 (per \$1,000)

$39 \times .6000 = \$23.40$ / month

Coverage reduces 1% per month for 50 months until it reaches a final value of **\$19,500.**

FEGLI & RETIREMENT

Basic Life Insurance - OPTION #3

NO Reduction

Basic Insurance Amount (BIA) is based on your final annual salary rounded up, plus \$2,000.

Example: $\$36,400 = \$37,000 + \$2,000 = *$
 $\$39,000$

Before age 65

BIA x 2.1550 (per \$1,000)

Example:

$39 \times 2.1550 = \$84.05/\text{month}$

After age 65

BIA x 1.8300 (per \$1,000)

$39 \times 1.8300 = \$71.37/\text{month}$

Coverage DOES NOT reduce

FEGLI & RETIREMENT

OPTION A - STANDARD COVERAGE

\$10,000

Age Group	Monthly Cost
Under	\$0.65
35 thru 39	\$0.87
40 thru 44	\$1.30
45 thru 49	\$1.95
50 thru 54	\$3.03
55 thru 59	\$5.85
60 thru 64	\$13.00
65 & above	NO COST

*At Age 65 coverage reduces by 2% per mth for 37.5 mths until it reaches \$2,500

FEGLI & RETIREMENT

OPTION B - Additional Coverage (1--5 Multiples of Pay)

Example: Annual Salary \$36,400. 1x Multiple elected =
***\$37,000**

Age Group	Cost per \$1,000	Monthly Cost
Under 35	\$0.065	\$ 2.41
35 thru 39	\$0.087	\$ 3.22
40 thru 44	\$0.130	\$ 4.81
45 thru 49	\$0.195	\$ 7.22
50 thru 54	\$0.303	\$ 11.21
55 thru 59	\$0.607	\$ 22.46
60 thru 64	\$1.300	\$ 48.10
65 thru 69	\$1.560	\$ 57.72
70 thru 74	\$2.600	\$ 96.20
75 thru 79	\$3.900	\$144.30
80 & above	\$5.200	\$192.40

FULL Reduction: At age 65, no cost & coverage reduces by 2% per month for 50 months at which time coverage ends

NO Reduction: Coverage and premium continues

FEGLI & RETIREMENT

OPTION C - Family Coverage 1 to 5

Example: Spouse = \$5,000 (1x Multiple) / Each Child = \$2,500 (1x)

Age Group	Cost per Multiple	Monthly Cost
Under 35	\$ 0.59	\$ 0.59
35 thru 39	\$ 0.74	\$ 0.74
40 thru 44	\$ 1.00	\$ 1.00
45 thru 49	\$ 1.30	\$ 1.30
50 thru 54	\$ 1.95	\$ 1.95
55 thru 59	\$ 3.14	\$ 3.14
60 thru 64	\$ 5.63	\$ 5.63
65 thru 69	\$ 6.50	\$ 6.50
70 thru 74	\$ 7.37	\$ 7.37
75 thru 79	\$ 9.75	\$ 9.75
80 & above	\$13.00	\$ 13.00

FULL Reduction: At age 65, no cost & coverage reduces by 2% per month for 50 months at which time coverage ends

NO Reduction: Coverage and premium continues

TSP & RETIREMENT



**TSP Service Office
National Finance
Center P.O. Box
61500
New Orleans, LA 70161-
1500**

**Automated (Toll Free):
1-877-968-3778**

**Monday through Friday
7:00 a.m. - 9:00 p.m. ET**

TSP & RETIREMENT

OPTIONS:

- ◆ Automatic cashout (accounts less than \$200)
- ◆ Leaving money in the TSP
- ◆ Partial Withdrawal of at least \$1,000 (one time in career)
- ◆ Full Withdrawal
 - Single payment
 - Monthly payments
 - Life annuity
- ◆ Mixed Withdrawal

HOW TO APPLY:

TSP-70 FORM - Withdrawal Request

TSP Catch-Up Contributions

- ◆ Open to TSP participants age 50 or older.
- ◆ Not eligible for agency automatic 1% matching contribution
- ◆ First opportunity to elect for 2005 is 28 November 04 to be effective 12 December 04
- ◆ Limited to \$4,000 for year 2005
 - Must make new election each year

Elections made via:

EBIS at <https://www.abc.army.mil>

IVRS at 1-877-276-9287

LONG TERM CARE INSURANCE (LTC)

**Want to talk with a Certified Long Term
Care Insurance Consultant?**

**Tel: 1-800-LTC-FEDS (1-800-
582-3337)**

TTY: 1-800-843-3557

Mon - Fri 8 a.m. - 8 p.m. EST

Sat 9 a.m. - 5 p.m. EST

**Closed Sun and Federal
holidays.**

<http://www.ltcfeds.com>

**Offered by: John Hancock
MetLife**

FLEXIBLE SPENDING ACCOUNTS (FSA)

**To receive more information regarding FSAs,
please contact a SHPS counselor.**

Email: FSAFEDS@shps.net

Telephone: 1-877-FSAFEDS (372-3337)

TTY: 1-800-952-0450

- **Mon-Fri 9AM-9PM Eastern Time**
- **Closed Weekends and Holidays**
- **<http://www.fsafeds.com>**

DESIGNATION OF BENEFICIARY

- Order of Precedence:

- Court Order
- Designation of Beneficiary
- Widow or Widower
- Children (and/or descendants of deceased children)
- Parents
- Executor or administrator of estate
- Next of kin



ABC-C RETIREMENT PROCEDURES & PROCESS

180 days prior to retirement:

- ◆ Contact the ABC-C for retirement estimate & information

120-180 days prior to retirement:

- ◆ Download forms from ABC-C website, or contact ABC-C for forms
- ◆ Call ABC-C with questions on retirement estimate
- ◆ Call ABC-C for help with the retirement forms

90-120 days prior to retirement:

- ◆ Mail retirement forms to ABC-C



ABC-C RETIREMENT PROCEDURES & PROCESS

ABC-C receives your retirement package:

- ◆ Sends letter acknowledging receipt
- ◆ Does quick review of retirement package
- ◆ Sends letter requesting missing forms
- ◆ 30-60 days prior to retirement:
 - ◆ Requests Official Personnel File (OPF)
 - ◆ Retirement package assigned to counselor

ABC-C RETIREMENT PROCEDURES & PROCESS

ABC-C retirement counselor:

- ◆ Reviews OPF for service history
 - ◆ Thoroughly reviews retirement package for
missing, incomplete, incorrect forms
 - ◆ Contacts you about missing forms
 - ◆ Contacts you for final retirement counseling
- 2-4 weeks prior to retirement:

- ◆ Retirement package processing is completed
- ◆ Retirement package is mailed to payroll

ABC-C RETIREMENT PROCEDURES & PROCESS

2-4 weeks after retirement date:

- ◆ Final paycheck is received
- ◆ Lump sum annual leave is paid
- ◆ Lump sum VSIP is paid
- ◆ Bi-weekly VSIP payments begin



8-10 weeks after retirement:

- ◆ Receive 1st INTERIM payment
- ◆ Receive letter from OPM with CSA number

**Office of Personnel
Management Retirement
Operations Center P.O. Box
45
Boyers, PA 16017**

www.opm.gov

email: retire@opm.gov

Tel: 1-888-767-6738

**Social Security
Administration**

www.ssa.gov

www.medicare.gov

Tel: 1-800-

772-1213

IRS Publication 721

www.irs.gov

Tel: 1-800-Tax-

FOR ADDITIONAL RETIREMENT INFORMATION

CONTACT THE ABC-C

- ◆ ***Toll Free 1-877-276-9287***
- ◆ ***Hearing Impaired TDD 1-877-276-9833***
- ◆ ***Counselors available from 6 a.m. - 6 p.m. (CT)***
- ◆ ***Web site: <https://www.abc.army.mil>***

ANY QUESTIONS?

